

California Regional Service-Learning Lead and CalServe Coaches Programs

Progress to Date, 2001-2002 *and* Grant Renewal Guidelines, 2002-2003

Funding Provided by the
Corporation for National and Community Service
K-12 Learn and Serve America Program

Please submit an **original and two hard copies or
one original and one electronic copy** to:

California Department of Education
Youth Education Partnerships Office--CalServe Initiative
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1430 N Street, Suite 6408
Sacramento, CA 95814
Ph: (916) 654-3741
gweather@cde.ca.gov

Postmark by September 3, 2002

Regional Service-Learning Leads

2002-2003 Renewal Overview

CalServe has renewal funding available for all currently funded Regional Leads as shown below. In regions that have sub-regions, Regional Leads should work collaboratively to divide these funds and to maximize their effectiveness.

Below are guidelines to be used as you prepare your application for Regional Lead funding. Please address both progress to date and plans for next year in each of the six areas.

SERVICE-LEARNING REGIONAL LEAD FUNDING LEVELS, BASED ON NUMBER OF TEACHERS

REGION	NUMBER OF TEACHERS*	FUNDING LEVEL
1	6,516	\$12,500
2	5,631	\$12,500
3	18,218	\$15,000
4	30,010	\$20,000
5	22,547	\$20,000
6	11,139	\$15,000
7	17,754	\$15,000

REGION	NUMBER OF TEACHERS*	FUNDING LEVEL
8	17,380	\$15,000
9A San Diego Imperial	26,300	\$10,100
9B Orange	23,115	\$9,400
10	30,833	\$20,000
11	41,072	\$20,000
12 LAUSD	33,226	\$20,000
Total	283,741	\$204,000

Civic Mission of Education Funding As noted on page 6, each region may apply for up to \$10,000 in additional funding to support continuing activities associated with the regional plan for enhancing the Civic Mission of Education.

Regional CalServe Coaches Program

2002-2003 Renewal Overview

The purpose of the Coaches Program is to build capacity in school districts and communities that do not directly receive Learn and Serve America funds through the CalServe Initiative. CalServe has renewal funding available for all currently funded Regional Coaches Programs in the 11 CCSESA regions. (Note: Region 11 is split into 11-LA County and 12-LAUDS.) Each of these regions will be eligible to receive continued funding to support an adult practitioner Service-Learning Coaches Program. Below are guidelines to be used for the preparation of your application for CalServe Coaches funding. Please address both progress to date and plans for next year in each of the five areas below.

CALSERVE REGIONAL COACHES FUNDING LEVELS

REGION	FUNDING LEVEL
2	\$7,500
4	\$15,000
5	\$10,000
6	\$10,000
8	\$10,000
11	\$15,000
12	\$15,000

Eligibility, Review and Expectations of Funded Applicants

Eligibility: A Local Education Agency's (LEA) eligibility to receive continued funding is contingent on the availability of federal funds, evidence of satisfactory progress toward achieving the vision and objectives described in the application, compliance with all relevant state and federal reporting requirements, and approval by the California Department of Education (CDE).

Application Review: The applications will be reviewed by CalServe and Youth Service California staff, and will either be approved as submitted or a request will be made to make changes necessary to meet the expectations described in these guidelines. Should an applicant not be able to resolve critical issues or where no application has been received from a region by November 1, 2002, CalServe reserves the right to start the process of soliciting other LEAs to fulfill our regional outreach goals.

Match Requirements: Each applicant must provide a 50 percent match of the total program budget (equal to 100 percent of the grant award) to help support the cost of implementing grant activities. The match can be made through a payment in cash or in-kind services, and may be provided for through local, state, or federal sources *other than funds made available under the National and Community Service Trust Act*. Indirect cost normally charged by the district may also be used as in-kind match. Applicants must provide evidence that they have successfully identified resources or have the ability to meet this requirement.

Reporting Requirements: Grantees are required to comply with any state or federal reporting needs, which will include a first quarter progress-to-date report (January 2003), a mid-year financial report (April 2003), an annual progress-to-date/renewal application (July 2003), and a 2002-2003 year-end fiscal report (January 2004).

Assistance to the State: All CalServe grantees are expected to assist CDE in promoting and advancing service-learning. Some possible activities may include co-facilitating workshops and presentations with CalServe staff, and sharing knowledge and resources with others who do not receive CalServe funds.

How Funding May Be Used

Regional Service-Learning Lead funds may be used to initiate and expand service-learning through activities such as:

- Staffing to support the regional work.
- Training for participants, including teachers, youth participants, parents/families, community members, agency staff, local administrators, and school board members.
- Communications, postage, and public information expenses.
- Purchase of materials and supplies to support service-learning outreach.
- Travel associated with attending Regional Lead meetings and as described in the approved application narrative.

Restrictions on the Use of Funding

1. LEAs may budget no more than a total of 2.5 percent of their grant funds for indirect costs. The Corporation for National and Community Service allows the state to use no more than 5 percent, and that is shared between CDE and the participating LEAs. Additional indirect costs normally charged by the LEA may be used as match.
2. CalServe grant funds may NOT be used to pay for food or refreshments other than that associated with per diem and travel.
3. Regional Leads/Coaches Coordinators must include funding in the budget to support their participation in at least three state level Regional Lead/Coaches Coordinator meetings per year. These meetings will occur in the fall of 2002, at the Spring 2003 CalServe Leadership Institute, and in the summer of 2003. Leads/Coordinators must attend the CalServe Leadership Institute, and CalServe funding may be used to pay for attendance at this event (see sections below for funding restrictions and conditions).

Regional Service-Learning Lead 2002-2003 Progress Report and Grant Renewal Guidelines

The original three-year statewide goals and activities appear below. These goals were revised (*italics*) last year to reflect our current thinking and the results from the BTW regional lead assessment. Please refer to these goals as you prepare the **Progress Report** and **Renewal Proposal**. Include any proposed activities that will occur prior to the end of this grant cycle (September 30, 2002).

Three-Year Goals for the Regional Service-Learning Lead Program

Create a three-year regional vision and establish *objectives* for the region or sub-region where they exist to support school-based service-learning in schools, districts, and other K-12 educational institutions that are not funded by CalServe. However, Cal-Serve funded programs should be involved in regional lead sponsored activities to present the most effective vision and objectives.

Develop organizational *leadership* capacity for school-based service-learning by forming a *Regional Service-Learning Planning Group for Service-Learning* and facilitating collaborations among individuals and organizations to support the regional vision for service-learning.

Facilitate the convening of events to provide practitioner-to-practitioner training and networking opportunities for teachers, administrators, community partners, and others (practitioners) involved in service-learning partnerships.

Act as a regional "point of entry and broker" to the service-learning field. Promote awareness and a commitment to service-learning through outreach to local, state, and federal government representatives, the media, and other venues such as Web sites and newsletters.

Engage youth in leadership opportunities to help further service-learning regionally.

Collect and report information on the regional impact that service-learning has made.

Please address the following six areas as you prepare your renewal application, and for each area clearly identify what the specific results will be at the end of Year-Two of this grant.

1. Vision

Progress

- ✓ Briefly describe the status of the Region's vision. Address any changes or revisions to this vision in the "Plan" section below.

Plan: The Regional Leads play a critical role in helping achieve the State Superintendent's 2004 goal of having 50 percent of California districts providing service-learning at each grade span.

- ✓ Describe how your current *regional* vision is consistent with and supports this vision. *Describe how the regional advisory committee supports or is involved in revising the regional vision. How have currently funded CalServe Partnerships been contributing partners to support this regional vision?*

2. Organizational Leadership (Region or Sub-Region).

Progress: Each Regional Lead or sub-region is expected to establish a consortium made up of organizations that view service-learning as a way of achieving their mission and vision.

- ✓ Describe the region's or sub-region's progress of achieving the year-one objectives described in the prior applications for building regional capacity/leadership.
- ✓ Describe the progress in establishing and using a regional planning committee. Include a description of the membership of the regional (sub-regional) planning committee and give examples of their roles and responsibilities to highlight how they are providing leadership and building capacity.
- ✓ If applicable, report on the work of the VISTAs to build capacity.

Plan

- ✓ Describe next year's plan to broaden the region's organizational leadership at the school, district, and regional/community levels. Please identify the objectives to be achieved for each of these three areas. At least one objective should focus on the work of the regional planning committee and include how higher education and currently funded CalServe Partnerships are participating, and where applicable, describe how the California Service Community Initiative will be a consortium partner.
- ✓ If applicable, include how the work of the VISTAs will be integral to building capacity.
- ✓ Please include any revised or additional partnership agreements or Memoranda of Understanding to demonstrate matching funding/resource support.

3. Regional or Sub-Regional Professional Development and Networking Opportunities

Progress

- ✓ Describe the progress to date and impacts of achieving the objectives associated with regional or sub-region professional development events that occurred during the 2001-2002 school year.
- ✓ Describe your current regional efforts relating to implementation of the Civic Mission of Education plan developed on April 29-30, 2002.

Plan

- ✓ Describe a plan and objectives to support a minimum of four regional or sub-region professional development events to occur during the 2002-2003 school year. Events should focus on providing activities for "adult practitioners." At least one of these events should be co-hosted by at least two consortium partners or by members of the regional planning committee. Event and Networking opportunities might include using service-learning to teach district/state standards, participation in seasons of service (including Cesar Chavez Day), forming linkages between service-learning and after school programs, school-to-career, violence prevention, environmental education, and Improving America's Schools Act/Elementary and Secondary Education Act or others.
- ✓ Describe how relationships among the programs/areas described above will be formed and/or enhanced. One objective should identify how higher education will be involved as a consortium partner in at least one of the events indicated above.
- ✓ Describe plans for expanding your Civic Mission of Education 2002-2003 activities and indicate how funding will be expended on the budget and budget narrative.

4. Promotion and Outreach

Progress

- ✓ Describe your progress towards achieving the objectives associated with keeping individuals and organizations informed of current issues, events and future activities.
- ✓ Describe the activities that have increased the awareness and broadened the base of leadership for service-learning in non-educational environments, specifically with respect to local, state, and federal elected officials.

Plan

- ✓ Describe next year's plan and objectives for promotion and outreach.
- ✓ Identify specific objectives associated with educating state and federal elected officials.

5. Youth Leadership

Progress

- ✓ Describe your progress to date in achieving the objectives associated with engaging youth in helping provide regional leadership and how youth have played an integral role in the design, implementation, and support of last year's plan.

Plan

- ✓ Describe next year's plan and objectives for youth leadership. This description may be included in this section or incorporated into the plan and objectives for the other five sections. Ideally, youth should have a critical role in helping shape and achieve the objectives described throughout the renewal. Please describe how youth will be involved in event planning and how the region will provide opportunities to enhance or promote youth leadership for service-learning.

6. Evaluation

Progress

- ✓ Describe your progress to date for collecting and evaluating data on the impacts of the work described above and how this data has been used to shape your work.
- ✓ Complete the Participant Data Report found at the end of this document. Indicate the number of participants who have been directly served by regional activities and by the districts with which you have been working.
- ✓ To assist you and your Regional Lead Program in understanding more about your vision and activities, please conduct a self-evaluation using the **Regional Service-Learning Lead Organizational Capacity Continuum**. Work with your key partners or advisory committee to review the continuum and "place" your region on the continuum by underlining the sentences or statements that you believe best match where your region is on the continuum. CalServe and Youth Service California will review your consortium's self-evaluation to help us understand where you are and what you might need to help you move forward.
- ✓ Based upon the self-evaluation submitted in January, please briefly describe/reflect on the progress or challenges that have occurred over this period of time and how you and your consortium will advance your agenda.

Plan

- ✓ Describe next year's plan and objectives for continuing the regional evaluation process. Describe the plan for collecting data to evaluate the success and challenges associated with each of the objectives listed above. You may want to do this in the table format found at the end of this document. How will the results from this evaluation be used by the Regional Lead Planning Committee?

CalServe Coaches Program 2002-2003 Progress Report and Grant Renewal Guidelines

Service-Learning Coaches are experienced service-learning practitioners who build a greater understanding about service-learning. Coaches provide training and technical assistance to teachers and other practitioners as they are using service-learning methodology to deliver content standards, work with community-based organizations, assist school administrators who are utilizing service-learning as an effective strategy for educational reform, and train youth to assume leadership roles within service-learning programs. The Regional Coaches Coordinator provides organizational and technical support to help their Coaches achieve the program goals described below.

Goals for Regional Coaches Program

1. Identify and support adult practitioner Service-Learning Coaches from across the region.
2. Provide outreach to school districts and community partners in the region that are interested in service-learning training and technical assistance (T&TA) and network the Coaches with interested districts.
3. Provide regional Coaches with at least two networking opportunities where Coaches come together to share the training and technical assistance strategies that they are using with K-12 teachers who are infusing service-learning into their toolbox of teaching strategies, and with community-based representatives who work with teachers on service-learning activities.
4. Provide a fiscal mechanism to establish a system for cost recovery from school districts *and others* that are receiving T&TA via Coaches.
5. Participate in a process to evaluate the T&TA provided by "certified CalServe Coaches" and to determine the effectiveness of the coaching program in the region.

Please address the following five items as you develop your renewal application for the time period between October 1, 2002, and September 30, 2003.

1. Coaches

Progress

- ✓ Describe the status and performance of your current regional Coaches by completing the Tracking System for Coaches form.
- ✓ What were the challenges faced by the Coaches and how did they overcome them?

Plans

- ✓ Describe how more Coaches may be added to the program.

2. Outreach

Progress

- ✓ What methods were used to introduce and promote the Coaches Program in the region?
- ✓ What were the associated challenges and opportunities?

Plans

- ✓ What new or expanded methods will be used to promote the Coaches Program in the region?

3. Coaches Networking and Professional Development

Progress

- ✓ Describe the Regional Coaches networking opportunities (at least two) that have occurred this year.

Plans

- ✓ What new or expanded methods will be used to enhance the Coaches' knowledge and skills?
- ✓ What coaching certification will occur?
- ✓ Include a timeline of key activities for the Coaches Program. Indicate date of activity, description of activity, and who will participate.

4. Cost Recovery

Progress

- ✓ Provide an update on techniques and challenges regarding cost recovery.

Plans

- ✓ What are your plans to expand and enhance cost recovery for the Coaches Program?

5. Evaluation

Progress

- ✓ Describe your methods of data collection to ensure that high quality coaching has been provided.
- ✓ Describe the overall coaching results in terms of the quantity and quality of coaching that has occurred (you should refer to the data collected through the Tracking System for Coaches form).
- ✓ Describe how you are determining the Coaches' training and technical assistance needs.

Plans

- ✓ What is your evaluation plan for next year?

Regional Service-Learning Lead and Coaches Program
2002-2003
Application Check Sheet

All grant renewal applications must contain the following items
--

_____ **Application Cover Page**

Please complete the attached Application Cover Page by providing information and obtaining signatures as indicated (one for Regional Lead and one for Coaches).

_____ **Budget Page**

_____ **Budget Narrative**

The Budget Page and its associated narrative should present expenditure plans for the 2002-2003 federal fiscal year (October 2002 to September 2003), and also describe the required match.

Please complete one Budget Page form accompanied by a budget narrative that describes line item expenditures for both CalServe funding and the match by noting:

- The basis used to estimate each line item.
- How the budget line items relate to the proposed activities.
- The source and use of the required local match, cash or in-kind match that is at least equal to the CalServe grant, i.e., a dollar-for-dollar match.

The line item for "Equipment" has been eliminated as the term equipment is used for items over \$4,000. Please include expenses that were previously included in the "Equipment" line item on the "Materials, Books and Supplies" line item.

_____ **Regional S-L Lead 2001-2002 End Of Year Participant Data Report**

Please report the approximate number of individuals who have participated in regional events and activities during the period between October 1, 2001 and August, 2002. Projected numbers for August are acceptable. Also list the districts you are directly working with that are demonstrating an interest and commitment in a districtwide service-learning initiative.

_____ **Regional Service-Learning Lead Self-Review**

Please conduct a self-review using the Regional Lead Self-Review Continuum. We ask that you work with your key partners or advisory committee to review the continuum and "place" your region on the continuum by underlining the sentences or statements that best match the status of your region.

_____ **Regional Lead Evaluation Action Plan**

This table will allow the applicant to list next year's objectives, describe how and when the data will be collected, and the intended audience of the evaluation.

_____ **Tracking System for Coaches Form**

Please complete the Tracking Form as directed.

_____ **Appendices**

Please include any artifacts from this year, such as brochures, pamphlets and publicity items that relate to the capacity-building activities described in the progress to date narrative.

California Regional Service-Learning Lead Renewal Grant, 2002-2003**Application Cover Page****Due September 3, 2002****Region or Sub Region # _____ Name: _____****▲ Fiscal Contact**

LEA Sponsor _____ CDS Code _____

LEA Address _____ City/Zip _____

Fiscal Contact _____ Phone (____) _____

Fax (____) _____ E-Mail _____

▲ Regional Service-Learning Lead

Name _____ Phone (____) _____

Organization _____

Address _____ City/Zip _____

Fax (____) _____ E-Mail _____

Regional Lead Web Site _____

▲ Regional Service-Learning Co-Lead (if applicable)

Name _____

Organization _____

Address _____ City/Zip _____

Phone (____) _____ Fax (____) _____

E-Mail _____

▲ Signature of LEA Superintendent or Designee Responsible for the Grant(s)

Name, Title _____

Signature _____ Date _____

▲ Signature of executive director or designee of organization responsible for other Regional Service-Learning Co-Lead (if applicable)

Name, Title _____

Signature _____ Date _____

California Regional Coaches Coordinator Renewal Grant, 2002-2003**Application Cover Page****Due September 3, 2002****Region or Sub Region # _____ Name: _____****▲ Fiscal Contact**

LEA Sponsor _____ CDS Code _____

LEA Address _____ City/Zip _____

Fiscal Contact _____ Phone (____) _____

Fax (____) _____ E-Mail _____

▲ Regional Coaches Coordinator

Name _____ Phone (____) _____

Organization _____

Address _____ City/Zip _____

Fax (____) _____ E-Mail _____

Regional Lead Web Site _____

California Regional Service-Learning Lead and Regional Coaches Program 2002-2003 Grant Renewal Budget Page and Narrative

Region or Sub Region #: _____ **Region Name:** _____

Check Appropriate Area: _____ **Regional Service-Learning Lead** _____ **Regional Coaches Program**

On the budget below, indicate expenditures in categories and include a one-page narrative that further details how these funds will be used and the source of match from the LEA and other organizations (see Sample Budget Narrative).

Funds may be used for meeting and communication expenses (e.g., postage and copying), training and staff development, staffing and intern costs, and other expenses to support service-learning activities. Funds may **not** be used to purchase food or refreshments and may not be used to pay student stipends. A maximum of 2.5 percent indirect cost is allowed, and a dollar-for-dollar local cash match or in-kind match (e.g., the difference in the standard indirect cost, in-kind staff time, and the dollar value of facilities usage) is required. CalServe must approve all line item revisions and changes to the approved grant application that exceed \$500 per year.

Budget Items	CalServe Funds 10/02 - 9/03	Matching Funds (50% of Total Program Cost)	Total Program
1. Personnel (1000-3000)			
2. Consultants (5000)			
3. Materials and Supplies (4000)*			
4. Travel (5000, 7000)			
5. Communications (5000)			
6. Training Activities (5000, 7000)			
7. Admin., Indirect (7300) 2.5% cap			
8. Totals			Total Program Cost

For fiscal questions, please contact Barbara Eining at (916) 657-3465, beining@cde.ca.gov, or fax (916) 657-4969.

* Note: The line item for "Equipment" has been eliminated as the term equipment is used for items over \$4,000. Please include expenses that were previously included in this line item in the "Materials, Books and Supplies" line item.

California Regional Service-Learning Lead and Regional Coaches Program*

2002-2003 Grant Renewal Budget Narrative

Sample Budget Narrative Format with 50% Match

	CalServe Funding	Matching Funding
1. Personnel (1000-3000)		
0.17 FTE for Regional Lead -----	-----\$10,000	
0.17 FTE for Regional Lead from County Office of Ed. -----	-----	-----\$10,000
2. Consultants (5000)		
Stipends to teachers (10 @ \$100 each)	\$1,000	
District Match (10 @ \$100 each)		\$1,000
3. Materials and Supplies (4000)		
Books and printing	\$1,000	
Kinkos Printing (in-kind donation)		\$1,000
4. Travel (5000, 7000)		
Travel to Regional Lead Mtgs.	\$2,635	
5. Communications (5000)		
Phone and Mailing		\$1,000
6. Training Activities (5000, 7000)		
Facilities		\$1,635
7. Admin. Indirect (7300) 2.5% cap	\$365	
Admin Match	(2.5%)	\$365
8. Totals	\$15,000	Total Program Cost \$15,000

* Please prepare a Budget Narrative for each grant being applied for.

Regional Service-Learning Lead 2001-2003 Participant Data Report

Region or Sub Region # _____ **Region Name:** _____

Participant Data Please report the approximate number of individuals who have participated this year regional events this year between October 1, 2001 and September 30, 2002, who have also participated in prior years (estimate numbers between June and September).

	ENTER A NUMBER FOR EACH CELL							
	Teachers	Students	District Administrators.	Community Partners	Elected officials	Others (describe)	Regional Totals	Districts you work directly with
2000-2001 NUMBER OF PARTICIPANTS								
2001-2002 NUMBER OF PARTICIPANTS								
2002-2003 NUMBER OF PROJECTED PARTICIPANTS								

District Data Please provide the names of the districts with which you are currently working or that are showing an interest in going districtwide with service-learning. Also indicate the grade level where community service (CS) and or service-learning (S-L) is occurring.

District name and date (month /year) that you started working with them.	Indicate Grade Levels in which Community Service (CS) and/or Service-Learning (S-L) is occurring		
	K-5	6-8	9-12
Dist: Date (/)			
Dist: Date (/)			
Dist: Date (/)			
Dist: Date (/)			
Dist: Date (/)			

California Regional Service-Learning Lead 2002-2003 Evaluation Plan Template

Objective Description/ Question	Method of collection	Timeline	Who is to accomplish tasks	Who is the audience (not CalServe or YSCal)	Evidence of successful response to the evaluation question

Tracking System for Coaches Contacts

Region _____ Regional Contact Person _____

Request from: (name of district, school, CBO, parent group, youth)	Person making the request Title Phone number	Type of T&TA	Participants' Experience w/ s-l	Session Number	Assigned to (name of coach)	Dates of TA	Number of attendees	Evaluation of T&TA provided

Examples of Types of TA:

SL101
CBO Training
Administrator Training
Youth Training
Parent Training
Community Training
Youth Training

Training re:
Assessment
Gardens
Linking to Standards
Community Collaborations
Intergenerational activities
Links to School to Career

Training re:
Book Buddies
History-social science
Environment
The Arts
Foreign Language
Science